

CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M236
Supersedes Schedule M183		Page 1 of 3
OFFICE OF FINANCE		Division: ACCOUNTING
Item No.	Description	Retention
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy material that is no longer needed for current business.
2.	Accounting Records Books of Final Entry - General Ledgers.	Retain permanently. Transfer periodically to the Maryland State Archives.
3.	Accounting Records Audit Reports.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	Accounting Records Journal Vouchers.	Retain for three years, then destroy.
5.	Accounting Records Daily Cash Receipts - Reports.	Retain for three years, then destroy.
6.	Accounting Records Paid Tax Bill Receipts.	Retain for three years, then destroy.
7.	Accounting Records License and Permit Receipts.	Retain for three years, then destroy.

Approved by Department, Agency, or Division Representative:	Schedule Authorized by State Archivist.
Date 09-10-07	Date 12 Dec 08
Signature Barbara B. Matthews	Signature Edward C. Gienper
Print Name Barbara B. Matthews	
Title City Manager	

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8.	Accounting Records Paid Bonds and Coupons.	Retain for three years, then destroy.
9.	Accounting Records Paid Bills and Invoices.	Retain for three years, then destroy.
10.	Accounting Records Check Registers.	Retain for three years, then destroy.
11.	Accounting Records Payroll Registers.	Retain for five years, then destroy.
12.	Accounting Records Bank Books, Statements, and Deposit Receipts.	Retain for three years, then destroy.
13.	Accounting Records Copies of W-2's.	Retain for five years, then destroy.
14.	Accounting Records Canceled Checks.	Retain for three years, then destroy.
15.	Accounting Records Time Sheets.	Retain for three years, then destroy.

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16.	Accounting Records Utility Billing Records (Water, Sewer and Refuse).	Retain for three years, then destroy.